

Titling Tips

JUNE 2003

Titling Tips is a quarterly publication of the Missouri Department of Revenue, Driver and Vehicle Services Bureau, P.O. Box 100, Jefferson City, MO 65105-0100.

NEW TITLING LAWS EFFECTIVE JULY 1, 2003

Senate Bill 895 and House Bills 1196 and 2008 change the laws relating to perfecting (recording) liens and titling motor vehicles, trailers, manufactured homes, all-terrain vehicles, vessels, and outboard motors. The following summarizes the related changes that become effective July 1, 2003:

House Bill 1196

- ♦ State-owned branch offices and the central office must charge the same processing fee as agent offices.
- ✓ The fee for processing an application for title or Notice of Lien will be \$2.50 per transaction. When a lien is being added and there is no change of ownership, the processing fee is \$5.00 (\$2.50 for the title and \$2.50 for the Notice of Lien).

House Bill 2008 and Senate Bill 895

- ♦ All titles issued on or after July 1, 2003, will be mailed to the owner, even when a lien is shown.
- ✓ The Mail-to area on the title application can be used to send the title to an alternate address.
- ✓ The owner may designate the lienholder as the Mail-to.
- ✓ To ensure the title is not mailed to the lessee, the Mail-to area must show the leasing company's name and address when the application for title is in the name of the leasing company with an in care of to the lessee.
- ✓ Titles issued prior to July 1, 2003, should be retained by the lienholder until the lien is paid off.
- ✓ A Secure Power of Attorney (DOR-3020S) cannot be used when the title is not physically held by the lienholder.

- ✓ A Secure Power of Attorney (DOR-3020S) can still be used to assign ownership on a duplicate certificate of title.
- ♦ Liens released **on or after July 1, 2003**, must be on a **separate** document and **notarized**.
- ✓ A lien release area will no longer appear on titles issued on or after July 1, 2003.
- ✓ All liens released on or after July 1, 2003, must be released on the new *Notice of Lien or Lien Release* form (DOR-4809). This release must be notarized.
- Note: A notarized lien release on the lienholder's business letterhead will also be acceptable.
- ✓ Liens released on the face of the Missouri title on or after July 1, 2003, will not be accepted.
- ✓ The lien release on an out-of-state title is still acceptable and must be notarized only if the issuing state requires notarization.
- ♦ Any person who knowingly and intentionally releases a lien without authority is guilty of a class C felony.
- ♦ The Department of Revenue (department) must issue a receipt to the lienholder within 15 working days after receiving a Notice of Lien.
- ✓ The notification/receipt can be sent by regular mail or electronically.
- ♦ Failure to name the lienholder on the application for title is a class A misdemeanor.
- ♦ Liens on manufactured homes will be filed in the same manner as motor vehicles and watercrafts using a Notice of Lien form.

- ♦ Filing second liens - The first lienholder must sign the Notice of Lien in the designated area to authorize the addition of the second lien. The requirements for filing a second lien are listed below:

Ownership change:

- ✓ The second lienholder must file a Notice of Lien that lists the first and second lien and includes the signature authorization from the first lienholder and submit to one of the department's branch or agent offices. Notices of Lien filed on or after July 1, 2003, must be accompanied by the \$2.50 processing fee.
- ✓ The owner must list the first and second lienholder on the title application and submit the application, assigned ownership document, and other requirements and fees to one of the department's branch or agent offices.

No ownership change:

- ✓ The owner or lienholder in possession of the title must submit the 5-part application for title (the 4th and 5th copies serve as the Notice of Lien) with the lien authorization from the first lienholder, outstanding title, title fee, and effective July 1, 2003, a \$5.00 processing fee.
- ♦ The department must maintain a child support lien database that can be electronically accessed by the lienholder, seller, or buyer. The database is operational and can be accessed at **www.dorx.state.mo.us**.

Note: On or after July 1, 2003, when the debtor pays off a lien and there are child support lien stickers on the title, the lienholder must send the title to the debtor, not to the Division of Child Support Services.

MISCELLANEOUS CHANGES DUE TO SENATE BILL 895 AND HOUSE BILLS 1196 AND 2008

New Marine Title Application (DOR-93)

The Application for Missouri Watercraft or Outboard Motor Title and Registration (DOR-93) has been revised and enlarged to look similar to the Application for Missouri Title and License (DOR-108). The new form is less congested and will be available in late June 2003. Upon receipt of the new forms, please destroy your old applications.

Revised Certificate of Title

Effective July 1, 2003, Missouri's certificate of title will be revised as follows:

- ♦ The lien release information was removed from the face of the title and replaced with new lien release instructions due to the enactment of Senate Bill 895 by the Missouri Legislature.
- ♦ The lienholder information was removed from the assignment sections on the back of the title and placed in a separate section at the bottom of the title.
- ♦ An area was added to each assignment to record the trade-in amount and net price when the purchaser is not a licensed dealer.

Note: All dealers should record the purchase price, any trade-in amount (including any rebate), and the net price in the title assignment area for all retail sales.

Internet Application for Filing Liens and/or Accessing Records Online

Lienholders and dealers who have contracted with lienholders will be able to file their liens via the Internet by using the Department of Revenue's new Lien Internet Filing Exchange system. Dealers and lienholders who qualify under the Driver's Privacy Protection Act and are approved by the Director of Revenue may also access the department's motor vehicle and marine title and lien records using the online system.

The new system is scheduled to be operational by July 1, 2003. For more information, log on to **www.dorx.state.mo.us**.

Revised Title Application (DOR-108)

On page four is a copy of the newly revised *Application for Missouri Title and License* (DOR-108). Since a Mail-to can be shown when a first lien is shown, the revised application will contain a place for a Mail-to with the second lien information block.

Note: The newly revised application will be issued for any supply requests received on or after June 16, 2003. Quantities will be limited for each order. Do not begin using the new application until July 1, 2003.

Although the department recommends you begin using the new title application July 1, 2003, you may continue to use your existing supply of title applications. If you want to show a Mail-to on the old application on or after July 1, 2003, you must list the Mail-to name and address in the second lien area of the title application and record "Mail To" directly in front of the Mail-to name.

Revised Notice of Lien (DOR-4809)

The *Notice of Lien* form (DOR-4809) has been revised to accommodate the new second lienholder provisions and lien release provisions and is now called *Notice of Lien or Lien Release* (DOR-4809). Please order the new *Notice of Lien or Lien Release* form (DOR-4809) on or after June 16, 2003. When the new forms are received, destroy any *Notice of Lien* forms (DOR-4809) that you have in stock with a revision date prior to 02/03.

IMPORTANT – FREE SUBSCRIPTION TO DEPARTMENT OF REVENUE INFORMATION

The department offers several free e-mail list services to help you stay up-to-date on topics in titling and licensing processes and laws.

Subscribe to one or more, and you will receive periodic e-mails from the department relating to law changes, procedures, administrative rules, reject issues, and other important communications that will assist you in your titling and licensing endeavors. For example, subscribers to the “lienholders” list will receive communications relating to titling and lien perfections, but will not receive information relating to dealer licensure issues. **All subscribers receive the “Titling Tips” and local tax chart updates on a quarterly basis.**

LISTSERV NAME	DESCRIPTION
Dealers	Issues that affect licensed motor vehicle/boat dealers
Lienholders	For anyone who commonly files liens on vehicles
Leasing	For motor vehicle leasing/rental companies
Salvage	For salvage business licensees
Towing	For towing companies who tow/title abandoned property
Insurance	For insurance companies who title salvaged vehicles
Titleservice	For licensed title services

To subscribe to a particular e-mail list service, send an e-mail to majordomo@services.state.mo.us with the message “subscribe (and the list service name)” in the body of your e-mail. For example, to subscribe to the lienholders list service, enter “**subscribe lienholders**”. Do not type anything else in the body of the message. Remove any automatic signatures you may have included and leave the subject line blank. Your e-mail addresses are not shared or used for any other solicitation. To cancel your subscription at any time, follow the above steps except list “unsubscribe (and the list service name)” in the body of your e-mail.

Titling Tips

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MISSOURI DEPARTMENT OF REVENUE DRIVER AND VEHICLE SERVICES BUREAU PO BOX 3355, JEFFERSON CITY MO 65105-3355 573-751-4509 www.dor.state.mo.us/mvdl		FORM 4809 (REV. 2-03)	FOR DOR USE ONLY REJECT NUMBER
NOTICE OF LIEN OR LIEN RELEASE		TYPE ALL APPLICATIONS. IF NOT TYPED, ATTACH COPY OF TITLE.	
FOR DOR USE ONLY			
NOTICE OF LIEN (NO NOTARY REQUIRED IF COMPLETING THIS SECTION)			
OWNER INFORMATION	OWNER'S NAME (LAST, FIRST, MIDDLE) AS SHOWN ON TITLE APPLICATION (ONLY FIRST 38 CHARACTERS WILL PRINT ON TITLE)		
	STREET ADDRESS		COUNTY
	CITY, STATE, AND ZIP CODE		DUN, SSN, OR FEIN NUMBER
	<input type="checkbox"/> MOTOR VEHICLE/ATV <input type="checkbox"/> TRAILER/MANV, HOME <input type="checkbox"/> VESSEL/OUTBOARD MOTOR YEAR MAKE ID NUMBER		
UNIT DESCRIPTION	PURCHASE DATE		NET PRICE (AFTER TRADE-IN)
	PREVIOUS TITLE NUMBER		
	LIENHOLDER'S NAME AS SHOWN ON TITLE APPLICATION		
	FDIC OR ID NUMBER		
FIRST LIENHOLDER INFORMATION	STREET ADDRESS		
	CITY, STATE, AND ZIP CODE		
	SECURITY AGREEMENT DATE	SUBJECT TO FUTURE ADVANCES?	LOAN OR UNIT NUMBER
	<input type="checkbox"/> YES		
FIRST LIENHOLDER AUTHORIZES A SECOND LIEN BY SIGNING BELOW			
SECOND LIENHOLDER INFORMATION	LIENHOLDER'S NAME AS SHOWN ON TITLE APPLICATION		FDIC OR ID NUMBER
	STREET ADDRESS		
	CITY, STATE, AND ZIP CODE		
	SECURITY AGREEMENT DATE	LOAN/UNIT NUMBER	
LIEN RELEASE <small>NOTARY PUBLIC REQUIRED TO COMPLETE THIS SECTION</small>			
ANY PERSON WHO KNOWINGLY AND INTENTIONALLY SUBMITS A SEPARATE DOCUMENT RELEASING A LIEN OF ANOTHER WITHOUT THE AUTHORITY TO DO SO SHALL BE GUILTY OF A CLASS C FELONY. (201.640 RSMo)			
LIEN RELEASE/NOTARY INFORMATION	LIENHOLDER'S NAME AS SHOWN ON TITLE		
	RELEASE DATE	PRINTED NAME OF LIENHOLDER'S AGENT	SIGNATURE OF LIENHOLDER'S AGENT
	NOTARY PUBLIC EMBOSSE OR BLACK RUBBER STAMP SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS		
	DAY OF		
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	
NOTARY PUBLIC NAME (TYPED OR PRINTED)			
EFFECTIVE JULY 1, 2003 - A \$2.50 processing fee must be submitted with each Notice of Lien.			CONTROL NUMBER
MO 650-2882 (2-03) DISTRIBUTION AFTER VALIDATION: WHITE - DOR CANARY - AUDIT PINK - LIENHOLDER RECEIPT			

ANY FALSE STATEMENT IN THIS APPLICATION IS A VIOLATION OF THE LAW AND MAY BE PUNISHED BY FINE OR IMPRISONMENT OR BOTH. (301.420 RSMO)



TRANS TYPE <input type="checkbox"/> RENEWAL/TRANSFER PLATES <input type="checkbox"/> TRANSFER PLATES <input type="checkbox"/> NEW PLATES <input type="checkbox"/> TITLE ONLY	RECIPROCITY ONLY	PRORATE NO	TYPE ALL APPLICATIONS STAPLE HERE
	DOR USE ONLY - REJECT NUMBER		
	LICENSE PLATE NO		BRAND CODE



MISSOURI DEPARTMENT OF REVENUE
APPLICATION FOR MISSOURI TITLE AND LICENSE

ORIGINAL <input type="checkbox"/>		DUPLICATE <input type="checkbox"/>		NON-NEGOT. <input type="checkbox"/>		PRIOR SALVAGE <input type="checkbox"/>		CORRECTED <input type="checkbox"/>		MECHANIC LIEN <input type="checkbox"/>		SALVAGE <input type="checkbox"/>		DUP. SALVAGE <input type="checkbox"/>		JUNK <input type="checkbox"/>		DUP. JUNK <input type="checkbox"/>		TRANSFER ON DEATH (TOO) <input type="checkbox"/>		TENANTS IN COMMON <input type="checkbox"/>				
OWNER	OWNER'S NAME - LAST, FIRST, MIDDLE (ONLY FIRST 38 POSITIONS WILL PRINT ON TITLE) INCLUDING TOO														TOD BENEFICIARIES, IF APPLICABLE											
	STREET ADDRESS, R.R. OR P.O. BOX NUMBER														COUNTY				FLEET NUMBER				L/R NUMBER			
	CITY														STATE				ZIP CODE				<input type="checkbox"/> IN CITY LIMITS <input type="checkbox"/> OUTSIDE CITY LIMITS TELEPHONE NUMBER ()			
															DLN, SSN, OR FEIN NUMBER				PRICE \$							
VEHICLE	YEAR		MAKE		VEHICLE IDENTIFICATION NUMBER (IF TYPING, DISREGARD BLOCK CONSTRAINTS)										BODY STYLE		REBATE \$									
	COLOR		FUEL		<input type="checkbox"/> GAS <input type="checkbox"/> PROPANE GVWR OVER 16,000 LBS IF NEW, LIST GVWR MILEAGE CODE PURCHASE DATE VEHICLE TRADE-IN \$		<input type="checkbox"/> DIESEL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> YES		<input type="checkbox"/> NEW <input type="checkbox"/> USED (MSO) PREVIOUS TITLE NUMBER STATE ZONE B - BEYOND LOCAL GR. WT. OR SEATING CAPACITY OTHER CREDIT \$		<input type="checkbox"/> NATURAL <input type="checkbox"/> OTHER <input type="checkbox"/> YES		<input type="checkbox"/> L - LOCAL <input type="checkbox"/> S - SHUTTLE F - FARM T - TRANSIT		<input type="checkbox"/> P		NET PRICE \$									
	KIND OF VEHICLE		<input type="checkbox"/> NEW <input type="checkbox"/> USED (MSO) PREVIOUS TITLE NUMBER STATE ZONE B - BEYOND LOCAL GR. WT. OR SEATING CAPACITY OTHER CREDIT \$		<input type="checkbox"/> DIESEL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> YES		<input type="checkbox"/> NATURAL <input type="checkbox"/> OTHER <input type="checkbox"/> YES		<input type="checkbox"/> L - LOCAL <input type="checkbox"/> S - SHUTTLE F - FARM T - TRANSIT		<input type="checkbox"/> P		NET PRICE \$													
	P - PASSENGER M - MOTORCYCLE T - TRUCK C - TRICYCLE D - TRAILER R - REC. VEHICLE B - BUS A - ATV		<input type="checkbox"/> NEW <input type="checkbox"/> USED (MSO) PREVIOUS TITLE NUMBER STATE ZONE B - BEYOND LOCAL GR. WT. OR SEATING CAPACITY OTHER CREDIT \$		<input type="checkbox"/> DIESEL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> YES		<input type="checkbox"/> NATURAL <input type="checkbox"/> OTHER <input type="checkbox"/> YES		<input type="checkbox"/> L - LOCAL <input type="checkbox"/> S - SHUTTLE F - FARM T - TRANSIT		<input type="checkbox"/> P		NET PRICE \$													
LIEN/MAIL TO	FIRST LIEN <input type="checkbox"/> YES <input type="checkbox"/> NO		SECURITY AGREEMENT DATE		LIENHOLDER'S PHONE NO. ()		SECOND LIEN <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> MAIL TO ALTERNATE ADDRESS BELOW. DO NOT USE IF SECOND LIEN OR SUBJECT TO FUTURE ADVANCES.																	
	1 FIRST LIEN				2 SECOND LIEN/MAIL TO				<input type="checkbox"/> STFA																	
	STREET ADDRESS, R.R. OR P.O. BOX NUMBER				STREET ADDRESS, R.R. OR P.O. BOX NUMBER																					
	CITY		STATE		ZIP CODE		CITY		STATE		ZIP CODE															
TRADE-IN/TRANSFER	<input type="checkbox"/> TRADE-IN YEAR MAKE LICENSE NUMBER EXP. YEAR FIRST LIENHOLDER AUTHORIZES SECOND LIEN BY SIGNING HERE: ▶		<input type="checkbox"/> LICENSE TRANSFER VEHICLE IDENTIFICATION NUMBER H.P. TITLE NUMBER																							
	If this motor vehicle is registered at the time application for title is made, my signature shall certify that I have and will maintain, during the period of registration, financial responsibility with respect to each motor vehicle that I own, license, or operate on the streets or highways. You must present your insurance card or other acceptable proof of financial responsibility. Any false affidavit is a crime under Section 575.050 of Missouri law.		SIGNATURE OF ONE OWNER REQUIRED "I CERTIFY UNDER PENALTY OF PERJURY THAT THE FACTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE." X																							
OWNER SIG.	MO DEALER NUMBER		DEALERSHIP NAME		CITY, STATE, ZIP CODE		TELEPHONE NUMBER ()																			
	"I CERTIFY UNDER PENALTY OF PERJURY THAT THE FACTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE."		SIGNATURE OF DEALER OR REPRESENTATIVE		TRADE-IN <input type="checkbox"/> YES <input type="checkbox"/> NO																					
NOTARY DUP. TITLE ONLY	DUPLICATE TITLE ONLY - COMPLETE REASON AND NOTARIZE. NOTARY INFORMATION APPLIES TO APPLICANT'S SIGNATURE. <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED (ATTACH MUTILATED TITLE) <input type="checkbox"/> NEVER RECEIVED - LOST IN MAIL		MINIMUM \$1 BLIND FUND AND/OR \$10 WWII MEMORIAL FUND DONATION. ▶		BLIND FUND \$																					
	NOTARY PUBLIC EMBOSSESSOR OR BLACK RUBBER STAMP SEAL		STATE		COUNTY (OR CITY OF ST. LOUIS)		FOR OFFICE USE ONLY <input type="checkbox"/> FHVUT WGT. OF PLATES FORM 2290		<input type="checkbox"/> PP <input type="checkbox"/> INS DIST. AMT. \$		<input type="checkbox"/> FEN <input type="checkbox"/> FMCSR \$		<input type="checkbox"/> SAFETY MILEAGE DATE \$		<input type="checkbox"/> EMISSION \$											
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF																									
	NOTARY PUBLIC SIGNATURE MY COMMISSION EXPIRES																									
NOTARY PUBLIC NAME (TYPED OR PRINTED)																										
BRANCH OFFICE VALIDATION ONLY																										
G <input type="checkbox"/> APPROVE SITE CODE LOCAL TAX \$ <input type="checkbox"/> REJECT \$ PROCESSED BY TOTAL \$																										

